

**BY ORDER OF THE CHIEF,
NATIONAL GUARD BUREAU**



MANPOWER STANDARD 43C1T1

1 JULY 2001

Manpower Standard

SECURITY FORCES OPERATIONS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This Air National Guard Manpower Standard (ANGMS) quantifies the manpower required to accomplish the tasks described in the process oriented description (POD) for varying levels of workload in the 204th Security Forces Squadron, Ft Bliss, TX. This ANGMS applies to the 204th Security Forces Squadron, Operations mission only. This standard applies to peacetime operations only. The Air National Guard (ANG) is the authority for the approval and publication of ANG Manpower Standards. Air Force (AF) and ANG directives contain policy and procedural guidance for the operation of the Security Forces function. This standard was developed in accordance with AF Instruction (AFI) 38-201, *Determining Manpower Requirements*, and AF Manual (AFMAN) 38-208, Volume 1, *Air Force Management Engineering Program (MEP) - Processes*, and AFMAN 38-208, Volume 2, *Air Force Management Engineering Program (MEP) - Quantification Tools*. Send comments and suggested improvements on AF IMT 847, *Recommendation for Change of Publication*, through channels, to ANG, Management Engineering Branch (ANG/XPME/Operating Location TN [OLTN]), 106 Briscoe Drive, McGhee Tyson ANG Base, TN 37777-6283.

1. STANDARD DATA.

1.1. Approval Date: 1 July 2001.

1.2. Man-hour Data Source: Operational Audit method (historical record and technical estimate techniques).

1.3. Standard Man-hour Equation: $Y = 1$ (Constant Manpower).

1.4. Points of Contact.

1.4.1. Functional: Major Daniel Steiner, ANG/204SFS

1.4.2. Manpower: Mr. Steve Griffith, ANG/XPME

2. APPLICATION INSTRUCTIONS: This work center requires constant manpower of four authorizations. No other application instructions apply.

3. STATEMENT OF CONDITIONS: The conditions listed below had no affect on the development of this standard. Minimum response rates, minimum manpower levels, standardized crew complements, safety considerations, aircraft turn-around time, length of waiting periods, levels of backlog and hours of operation.

DANIEL JAMES III, Lieutenant General, USAF
Director, Air National Guard

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 31-101, *The Air Force Installation Security Program (FOUO)*

AFI 31-101/ANG Sup 1, *The Air Force Physical Security Program*

AFI 36-2225, *Security Forces Training and Standardization Evaluation Programs*

AFI 38-201, *Determining Manpower Requirements*

AFMAN) 38-208, Volume 1, *Air Force Management Engineering Program (MEP)-Processes*

AFMAN 38-208, Volume 2, *Air Force Management Engineering Program (MEP) - Quantification Tools*

Abbreviations and Acronyms

AF - Air Force

AFSC - Air Force Specialty Codes

ANG - Air National Guard

ANGMS - Air National Guard Manpower Standard

IAW - In Accordance With

IG - Inspector General

MEP - Management Engineering Program

POD - Process Oriented Description

TDY - Temporary duty

UIF - Unfavorable Information File

UTA - Unit Training Assembly

Terms

Air National Guard Manpower Standard (ANGMS). A numbered, specialized publication that quantifies manpower requirements for a work center. Also includes approved variances. See AFI 38-201.

Man-hour. A unit of measuring work. It is equivalent to one person working at a normal pace for 60 minutes, two people working at a normal pace for 30 minutes, or a similar combination of people working at a normal pace for a period of time equal to 60 minutes.

Manpower Standard. The basic tool used to determine the minimum level of manpower required to support a function. It is a quantitative expression that represents a work center's man-hour requirements in response to varying levels of workload.

Staffing Pattern. Constant manpower.

Process Oriented Description. A format that shows work center responsibilities structured for easy measurement of work categories, tasks and subtasks.

Attachment 2

PROCESS ORIENTED DESCRIPTION
OPERATIONS

Table A2.1. Listing of Functional Process.

1.	MANAGEMENT.
1.1.	ADVISES AND COORDINATES WITH LOCAL COMMANDER. Advises and coordinates with local commander in formulating and enforcing policy and procedure for the security of priority resources and the elimination of conditions which adversely affect the security of Priority B and C resources on the installation.
1.2.	REVIEWS HOST-TENANT/INTERSERVICE SUPPORT AGREEMENT. Reviews and approves or disapproves the security police portion of host tenant/interservice support agreement.
1.3.	DEVELOPS DIRECTIVE. Develops policy, procedure, plan, operating instruction, checklist, and performance standard. Researches, drafts, proofreads typed copy, and signs completed product.
1.4.	REVIEWS PLAN. Reviews plan for accuracy and completeness. Takes corrective or approval action.
1.4.1.	REVIEWS RESOURCE PROTECTION PLAN.
1.4.2.	REVIEWS CONTINGENCY ACTIVITIES PLAN.
1.4.3.	REVIEWS INPUT TO PLAN FOR WHICH ANOTHER AGENCY IS OFFICE OF PRIME RESPONSIBILITY.
1.5.	REVIEWS REPORT OR STATISTICAL DATA. Reviews report or statistical data to evaluate unit effectiveness or status. Identifies exception or trend-which requires management attention.
1.6.	DEVELOPS BUDGET ESTIMATE. Develops, reviews, and submits projected requirement for funds, supplies, equipment, and facilities.
1.7.	SUPERVISES PERSONNEL.
1.7.1.	RESOLVES INDIVIDUAL'S PROBLEM. Counsels, aids and acts on individual's health, morale, and welfare problems.

1.7.2.	ADMINISTERS DISCIPLINARY ACTION. Reviews all facts and statements, coordinates with base agency or individual's supervisor, interviews or counsels individual, documents results, and determines and takes action.
1.7.2.1.	ADMINISTERS LETTER OF REPRIMAND.
1.7.2.2.	INITIATES ARTICLE 15.
1.7.2.3.	REVIEWS INCIDENT REPORT.
1.7.2.4.	REVIEWS AND INITIATES UNFAVORABLE INFORMATION FILE (UIF) ACTION.
1.7.3.	INSPECTS PERSONNEL AND FACILITY.
1.7.3.1.	INSPECTS PERSONNEL. Performs inspection of security police personnel.
1.7.3.2.	INSPECTS FACILITY. Performs Inspection of work center facility for adequacy of housekeeping identifies safety and fire hazard.
1.7.4.	PERFORMS INITIAL ORIENTATION. Conducts initial interview, makes original job assignment, and acquaints newly assigned individual with unit.
1.7.5.	RATES PERFORMANCE.
1.7.5.1.	COUNSELS INDIVIDUAL. Counsels subordinate on manner of performance and progress in professional development and suggests area for further growth and Improvement.
1.7.5.2.	PREPARES EVALUATION. Develops evaluation by researching, evaluating, drafting, proofreading typed copy, and signing completed product.
1.7.6.	NOMINATES INDIVIDUAL/UNIT FOR AWARD. Develops recommendation by researching, evaluating, drafting, proofreading typed copy, and signing completed product.
1.7.7.	REVIEWS RECOMMENDATION FOR AWARD OR WITHDRAWAL OF AFSC.
1.7.8.	SELECTS PERSONNEL TO BE ARMED. Ensures person assigned duties requiring use of firearms is emotionally stable. Identifies person whose behavior shows possession of firearms to be unwise. Completes appropriate documentation.

1.7.9.	PROCESSES AND MONITORS LEAVE. Reviews, approves, or disapproves request for ordinary leave, emergency leave, excess leave, cancellation, and extension. Requests leave authorization number and annotates form. Certifies dates of leave and forwards appropriate form to both member and finance office.
1.8.	INFORMS PERSONNEL. Keeps personnel informed of change affecting work priority, organizational requirement or status, and work shifts.
1.9.	REVIEWS INCOMING DISTRIBUTION. Reviews incoming distribution for information and determines action.
1.10.	REVIEWS OUTGOING DISTRIBUTION. Reviews outgoing distribution for completeness and accuracy and signs.
1.11.	DRAFTS COMMUNICATION. Drafts communication from information available, including researching sources of information and proofreading typed product.
1.12.	RECEIVES AND ASSISTS VISITING OFFICIAL.
2.	SECURITY POLICE OPERATIONS.
2.1.	PREPARES SHIFT OR FLIGHT DUTY SCHEDULE. Develops and distributes shift or flight schedule depicting duty, training and appointment days for each shift or flight.
2.2.	PREPARES APPOINTMENT AND TRAINING SCHEDULE.
2.2.1.	REVIEWS ANNUAL TRAINING PROJECTION. Reviews six-month training projection and identifies and resolves potential scheduling conflict.
2.2.2.	DEVELOPS MONTHLY SCHEDULE. Develops and distributes monthly schedule depicting all training and appointment commitments of unit personnel. Makes revision to the schedule or publishes a new weekly schedule as required.
2.3.	SCHEDULES PERSONNEL. Schedules personnel for shift work, overtime work, detail, organizational duty, leave, pass, training, or compensatory time off.
2.4.	OVERSEES SECURITY POLICE ACTIVITY. Spot-checks work in progress to ensure compliance with directives, proper supply discipline, and care of equipment. Discusses problem area and directs corrective action.
2.5.	INVESTIGATES GROUND ACCIDENT. Investigates ground accident and writes ground safety report.

2.6.	INVESTIGATES INCIDENT. Investigates incident and completes report.
2.7.	INVESTIGATES INQUIRY. Investigates, gathers pertinent facts, and drafts response for Hot or Action Line inquiry, IG report, or higher headquarters Inquiry.
3.	OPERATIONS PLANNING.
3.1.	DEVELOPS PLAN AND PROCEDURE.
3.1.1.	PLANS AEROSPACE SYSTEM SECURITY. Plans and directs local ground defense activity for priority B and C resources in accordance with (IAW) AFI 31-101, <i>The Air Force Installation Security Program (FOUO)</i> , and AFI 31-101/ANG Sup 1, <i>The Air Force Physical Security Program</i> .
3.1.2.	PLANS CONTINGENCY OPERATION. Plans and directs contingency operations IAW MAJCOM directives.
3.1.3.	PLANS SECURITY POLICE TRAINING. Plans and directs Security Police training IAW AFI 36-2225, <i>Security Forces Training and Standardization Evaluation Programs</i> .
3.2.	COORDINATES WORK CENTER ACTIVITY. Informs superior of operations status and exceptions to normal conditions, coordinates with other agencies concerned when activities may affect capability.
3.3.	MONITORS UNIT INSPECTION PROGRAM. Maintains a record of all discrepancies found during self-inspection or higher headquarters inspection and coordinates corrective measures.
4.	MEETING.
4.1.	PREPARES FOR MEETING. Gathers information. Organizes material needed to conduct or participate in meeting, briefing, conference, or board.
4.2.	CONDUCTS OR ATTENDS MEETING. Conducts or attends meeting, briefing, conference, or board.
5.	UNIT TRAINING ASSEMBLY (UTA) AND MOBILITY. Performs planning and scheduling tasks associated with preparation for UTA and mobility requirement.
6.	TEMPORARY DUTY (TDY) TRAVEL. Performs TDY travel to perform official job-oriented duty.

7.	INDIRECT. Indirect work involves those tasks that are not readily identifiable with the work center's specific product or service. The major categories of standard indirect work are: Administers Civilian, Officer, and Enlisted Personnel; Directs Work Center Activity; Provides Administrative Support; Prepares for and Conducts/Attends Meeting; Administers Training; Manages Supplies; Maintains Equipment; and Performs Cleanup.
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